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NSN 7540-01-152-8083 PREVIOUS EDITION NOT USABLE OPTIONAL FORM 347 (REV. 6/95) Prescribed by GSA/FAR 48 CFR 53.213(e)

# **Program Management**

Contract: EP-W-07-071, Task Order: 0012

Lead PR Number: PR-HQ-10-12820



Title:

Period of Performance:

Program Management

From:  $08/\tilde{0}2/10$ 07/15/11 To:

Award Date:

Total Funding:

\$2,000.00

# **Accounting/Appropriation Data**

|       |        |      |      |      |           | Site/    | Cost | obj  |            | P<br>/       |
|-------|--------|------|------|------|-----------|----------|------|------|------------|--------------|
| POP   | DCN    | BFYS | Fund | Org  | PRC       | Project  | Org  | Clšs | Amount     | C            |
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### Funding Breakout

| Acct.Info       | Funding Category | Amount     |
|-----------------|------------------|------------|
| <del></del>     |                  |            |
| FY2010 - FC0300 | <u>-</u>         | \$2,000.00 |
|                 | Total:           | \$2,000.00 |

### **Procurement Management Roles**

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.

Attn: JEFFREY D. MARTIN 1200 PENNSYLVANIA AVE, NW WASHINGTON, DC 20460

Mail Code: 6207J

Phone Number: (202) 343-9724

Fax Number: (202) 343-1204 E-Mail Address: martin.jeffrey@epa.gov

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.

Attn: MICHAEL M. LITWACK 1200 PENNSYLVANIA AVE, NW WASHINGTON, DC

Mail Code: 6207J

Phone Number: (202) 343-9925
Fax Number: (202) 343-2290
E-Mail Address: litwack.michael@epa.gov

#### **Task Order Totals**

| Category     | POP      | Amount     |
|--------------|----------|------------|
|              |          |            |
| Cost Ceiling | Option 3 | \$2,000.00 |

# Statement of Work

Task Order COR:

Jeffrey Martin

Task Order Title:

Program Management

### I. Background

In response to mounting concern over the potential risks posed by climate change, the United Nations Framework Convention on Climate Change (UNFCCC) was negotiated in Rio De Janeiro at the United Nations Conference on Environment and Development (also referred to as the "Earth Summit") in June, 1992. More than one-hundred and fifty nations, including the United States, signed the treaty, which entered into force less than two years later, on March 21, 1994. The UNFCCC treaty has now been ratified by more than one-hundred and fifty-five nations.

The United States was the fourth nation overall, and the first industrialized nation, to ratify this landmark accord. Under this treaty, the world's industrialized nations pledged to establish policies and measures that reduce emissions of greenhouse gases, and to work towards the long-term objective of "avoiding dangerous interference with the climate system." The United States is strongly committed to addressing the challenge of climate change with cost-effective policies that are good both for the environment and the economy. As a result, the United States approach is focused on improving our understanding of the science of climate change; developing win-win partnerships with the private sector, states, localities, and non-governmental organizations; and working with the international community to reduce the risks of climate change.

This Statement of Work (SOW) supports EPA in implementing a wide variety of activities that are required to fulfill the mission of the Climate Change Division.

# II. Objectives

The objective of this task order is to maintain a monthly progress report, support an on-call Program Manager, and to maintain open lines of communication.

#### III. Scope

The work outlined under this task order is consistent with contract clause B.1 Program Management, and contract clause F.4 Monthly Progress Report.

### IV. Specific Tasks

The tasks outlined below involve two main functions: 1) Preparation of the monthly progress report; and 2) maintaining lines of communication, which involves conference calls, and an on-call status for the Program Manager.

- Task 1. Maintenance of Monthly Progress Report Instructions for completion of the monthly progress report are referenced in contract Section F.4 Monthly Progress Report
- Task 2. <u>Maintain Lines of Communication</u> At the request of either the Government or the Contractor, meetings shall be held to discuss the overall progress of the contract. These discussions shall normally be conducted via conference call.

The Contractor shall maintain the capability to respond to requests for information from the Government concerning issues of contract management, i.e., overall progress on the contract, trouble shooting, and other contract-level issues. General issues will be discussed during scheduled conference, but under certain circumstances, there may be an urgent need to address specific issues or to provide non-routine type information.

#### V. Period of Performance

The period of performance for this task order will be from the date of award to July 15, 2011.